

How to Apply for Permits ONLINE

To apply online for a permit, follow the steps below.

- Go to ***dbs.idaho.gov***
- Click on **GET YOUR PERMIT ONLINE**
- Go to **LOGIN** and click on **CONTRACTOR or PUBLIC**
- **CONTRACTOR**
 - ◆ Enter in license number (Example: Plb-C-00001) and password (last four digits of either SS# or EIN). Contact the DBS Helpline (1-800-955-3044) if you need help with this.
 - ◆ Complete the User Profile, use the Company name, not a person's.
- **PUBLIC**
 - ◆ Register as a New User
 - ◆ Complete the required fields and then click on Create Account
- Under **ACTIONS** click on **Apply for Permit**

- **Step 1—Permit Type and Location**
 - ◆ Complete the Permit Application Information
 - Complete the Permit Type & Sub-type
 - Description of Work
 - Directions to Location
 - Job Value (will be 0 if residential under 10,000 sq feet)
 - You may now enter your address information by typing in the spaces provided. Please use caps (S, W, E, N, etc.) to abbreviate South, West, East and North
 - Confirm information in Step 4
 - Your Relation to this Permit
 - Click in the appropriate box
 - Go to Next Step
- **STEP 2—Applicant/Contractor/Owner**
 - ◆ Review Applicant Information
 - ◆ Review Contractor Information
 - ◆ To add the owner information then click on **Add New Contact**
 - ◆ Enter as much information as you can
 - ◆ Click on Go To Next Step
- **STEP 3—SELECT FEES**
 - ◆ Click on + sign to see descriptions
 - ◆ Click in box once you have decided on the fees
- ◆ For items that require a quantity, put the quantity in the box provided
- ◆ Click on Go To Next Step
- **STEP 4—CONFIRM & FINISH**
 - ◆ Review your information
 - ◆ Click on **FINISH**
- **PAY SELECTED ITEMS (WITH MASTERCARD OR VISA)**
- **PROCEED TO CHECKOUT**
- **ENTER CREDIT CARD INFORMATION & CLICK ON PROCESS PAYMENT**
- **PRINT THE PERMIT FOR YOUR RECORDS**
 - ◆ Close the window when complete
- **REQUEST INSPECTION** if one is needed. Complete information in boxes provided and Click on **ADD INSPECTION**
 - Click on Submit, then OK